



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### **DISTRICT MEETING MINUTES** **NOVEMBER 14, 2016 – FINAL**

#### **1. AGENDA**

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##### **1.A. Call to Order**

Chairman Allen called the District Meeting to order at 6:55 p.m.

##### **1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, George Mirabella and Bob Thomas. There was a quorum

Also present were Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Scott Robinson and Theron Simmons.

#### **2. APPROVAL OF AGENDA & MINUTES**

##### **2.A. Approval of November 14, 2016 Agenda**

***MOTION:*** Commissioner Cullen made a motion ***to approve the November 14, 2016 District Meeting Agenda.*** Commissioner Beyer seconded, and the Board unanimously passed the motion.

##### **2.B. Approval of Minutes**

##### **2.B.1 Approval of Minutes of October 17, 2016 District Meeting Minutes**

***MOTION:*** Commissioner Thomas made a motion ***to approve the October 17, 2016 District Meeting Minutes.*** Commissioner Beyer seconded, and the Board unanimously passed the motion.

#### **3. CHAIRMAN'S REPORT**

The Chairman did not have any items to report to the Board.

#### **4. SECRETARY'S REPORT**

The Secretary did not have any items to report to the Board.

#### **5. PUBLIC COMMENT**

There were no comments from the General Public.



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### 6. OLD BUSINESS

#### 6.A. DISCUSSION: Fire Hydrants

Commissioner Thomas reported that FDOT has approved the Phase 5 Hydrant located at Central Avenue and US #1. The Inter-local Agreement with Monroe County has been scheduled for approval at the December 14, 2016 BOCC Meeting to be held in Key Largo. The District has requested time certain for this agenda item. An update will be provided at the December 14<sup>th</sup> District Meeting. The drawings for the Phase 5 Hydrants will be requested the 1<sup>st</sup> quarter of 2017.

#### 6.B. DISCUSSION: Strategic Plan (Identify Billable Department Services)

This item was discussed during the Strategic Planning Meeting.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: Purchase Order KLVFD (Alpine Software Red Alert Software Upgrade-\$20,235)

The upgrade for the Red Alert program will be located on the Station #24 server. It will also be installed on three in-station computers and on the two computers in the Engines.

**MOTION:** Commissioner Thomas made a motion **to approve the KLVFD Purchase Order to Alpine Software in the amount of \$20,235 to purchase the Upgrade to the Red Alert Software.** Commissioner Cullen seconded, and the Board unanimously passed the motion.

#### 7.B. MOTION/APPROVAL: Purchase Order KLVFD (Barnes Alarm Fire Alarm System Upgrade Replacement-\$12,065.31 plus \$725.00 and \$54.50 Monthly Maintenance Contract)

Jennifer reported the Fire Department received two quotes.

**MOTION:** Commissioner Thomas made a motion **to approve the KLVFD Purchase Order to Barnes Alarm to purchase the Fire Alarm System Upgrade in the amount -\$12,065.31 plus \$725.00 and \$54.50 Monthly Maintenance Contract.** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

#### 7.C. MOTION/APPROVAL: Purchase Order KLVAC (Keys Business Solutions \$8,825.00)

The Keys Business Solutions copier is not as expensive as the Lexmark and the Panasonic. The total amount is \$10,049.45, which includes the payoff of the old copier and a credit for 10 months of maintenance.

**MOTION:** Commissioner Cullen made a motion **to approve the KLVAC Purchase Order to Keys Business Solutions to purchase the new copier in the amount of \$10,049.45.** Commissioner Beyer seconded, and the Board unanimously passed the motion.



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### **7.D. MOTION/APPROVAL: AFG Grant**

**MOTION:** Commissioner Cullen made a motion **to approve the 2016 AFG Grant for the Self-Contained Breathing Apparatus with no changes to the grant.** Commissioner Thomas seconded the motion. The Board unanimously passed the motion.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 160930**

The District billed \$292,474 to the County for the Inter-local Agreement with the County during September 2016. The District received a little over 100% of the 97% projected revenue budgeted for advalorem tax revenues.

The total District Board expenses for FY 2015-2016 were \$231,783.31 (83.92%) of budget. The September expenses were - \$28,596.84 due to refunds from the Tax Collectors and Property Appraiser's Office.

The total Fire Department expenses for FY 2015-2016 were \$1,331,138.46 (92.73%) of budget.

The total Corps expenses for FY 2015-2016 were \$811,156.31 (85.92%) of budget.

The total District expenses for FY 2015-2016 was \$2,374,078.08 (89.39%) of budget, which was \$281,662.92 less than projected.

The net revenue excess was \$264,882.00, and \$125,000 was transferred to the Vehicle Replacement Fund, which leaves \$139,882.00 of unused funds to be placed in the fund balance. The Commissioners commended the departments for their support in coming in under budget.

### **8.B. KLFR&EMS Balance Sheet 160930**

Jennifer Johnson reported the Balance Sheet is a snapshot of the District's assets and liabilities on September 30, 2016.

The total District assets are \$1,587,946.62, which includes \$1,214,522.25 in the checking account; \$335,042.97 due from other governments, the bulk being the \$292,474 due from the Monroe County ILA; \$25,000 for the advance to the KLVFD; and \$9,392.83 and \$3,988.57 for prepaid insurance/other prepaid items.

The total equities and liabilities are \$1,587,946.62: Accounts payable are \$110,532.92, and the total equity is \$1,477,413.70, which includes retained earnings of \$1,212,531.15 and a net income of \$264,882.55. The District has no debt, and that leaves the District in a strong financial position.

## **9. LEGAL COUNSEL REPORT**

Theron did not have any new items to report to the Board.



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### 10. EMS DEPARTMENT REPORT

#### 10.A. Monthly Status Report 161031

The Corps will be testing EMT's and paramedics on December 17<sup>th</sup>. The new ambulance is in, and being stocked with supplies. It is expected to be in service soon. Ronnie is back on Ronnie light duty after surgery. Commissioner Mirabella indicated the ambulances need the District logo. It was recommended that Theron look at registering the logo.

### 11. FIRE DEPARTMENT REPORT

#### 11.A. Monthly Status Report 161031

#### 11.B. Performance Report 161031

The orientation of new firefighters is completed for the new volunteers. The Firefighter class I will complete the live burn training at the county's facility on December 3<sup>rd</sup> with six students graduating on December 7<sup>th</sup>.

December 9<sup>th</sup> is the awards banquet. Commissioner Thomas noted he will be out of town.

Sue Heim speaking from the floor, indicated there will be new firefighter certification requirements. A 40 hour class will need to be completed every four years. Captain Garrido will research and determine if the class needs to be completed within a week or if it may be completed over the certification time period. He will also ask if it needs to be taken at the Fire College or if the Department may conduct training. The next department meeting will be held on January 2, 2017.

### 12. COMMISSIONER ITEMS

#### 12.A. Presentation to Commissioner Beyer (Allen)

Chairman Allen presented a plaque on behalf of the District and the Departments to Commissioner Beyer for ten years of service.

The 2016 Annual Report was prepared and distributed to the County Clerk and the Commissioners. Vicky will be revising the District Commissioner's Handbook and working on the Records Management procedure.

Commissioner Mirabella expressed interest in attending FASD.

### 13 ADJOURN

Commissioner Mirabella made a Motion to Adjourn at 7:30 p.m. to Swear-in the new Commissioners, which was seconded by Commissioner Beyer.

### 14 New Commissioners Swearing In

Vicky Fay led the Swearing In of Commissioners Allen, Powers and Thomas.

### 15 RECONVENE – CALL TO ORDER

Chairman Allen called the District Meeting to order at 7:39 p.m.



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Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella, Danny Powers and Bob Thomas. There was a quorum.

### 16. ELECTIONS OF OFFICERS

#### A. Chairman

Commissioner Cullen made a Motion to elect Commissioner Allen as Chairman, which was Seconded by Commissioner Mirabella. Commissioner Allen was unanimously elected as Chairman.

#### B. Vice-Chairman

Commissioner Allen made a Motion to elect Commissioner Mirabella as Vice-Chairman, which was seconded by Commissioner Powers. Commissioner Mirabella was unanimously elected as Vice-Chairman.

#### C. Secretary/Treasurer

Commissioner Allen made a Motion to elect Commissioner Cullen as Secretary/Treasurer, which was seconded by Commissioner Thomas. Commissioner Cullen was unanimously elected as Secretary/Treasurer.

### 17. NEXT MEETING

***MOTION:*** Commissioner Thomas made a motion ***to cancel the December 5, 2016 District Meeting until December 12, 2016 if no Items require District Board Approval.*** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

### 17 ADJOURN

Frank Conklin speaking from the floor indicated that when he was speaking with the Chamber, they requested the Departments support of the Key Largo Tree Lighting event on November 26, 2016. He coordinated with Captain Garrido.

Commissioner Mirabella made a Motion to Adjourn at 8:24 p.m., which was seconded by Commissioner Cullen.